



VACANCY AT THE SOUTH AFRICAN EMBASSY BERN, SWITZERLAND

All applications that meet the minimum requirements will be considered.

Position being advertised:	Social Secretary (5-year contract renewable in line with the Swiss law)
Reference No:	BERP1001
Closing date for application:	11 September 2026
Salary package:	CHF 66 301 to 110 554 per annum
Other Benefits:	Annual bonus, Social Security Scheme, Swiss Unemployment Insurance (ALV), Swiss Accident Insurance & Child allowance

Main duties and responsibilities:

- Assisting with the organisation and co-ordination of Social Events.
- Protocol coordinator and relationship building.
- Performing secretarial duties.
- Assisting with the logistics for Conferences, Summits, etc.
- With all administrative and clerical functions in Political and Admin Section.

Minimum requirements:

- A minimum of 12 years of schooling.
- 3 years of work experience as a Secretary / Receptionist or relevant field with proficiency in Ms Office.
- Permit to work in Switzerland.
- Proficiency in German (written and verbal) and English languages.
- Knowledge of Microsoft Office Applications.

Competencies:

- Good communication skills
- Knowledge of conventions and protocols (proper format for documents etc). .Knowledge of local bureaucracy and methods of address.
- Computer literacy
- Ability to operate and maintain office equipment (Switchboard, fax, photocopier, scanner, printers, and shredding).
- Time Management
- Good client relations and Organising skills

Applications must be accompanied by the following documents:

- a comprehensive CV (in English);
- Copies of qualifications (with an English translation) and employment history (with an English translation);
- Copy of valid Drivers' License.
- Copy of ID document.



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- Copy of police clearance certificate
- AHV Gesamtauszug der individuellen Konti " from Swiss authorities regarding history your employment. This can be ordered from www.akbern.ch quoting your AHV number.

Should you not comply with the above requirements your application will not be considered.

Please submit your application to the South African Embassy, Alpenstrasse 29, 3000 Bern. The envelope must be clearly marked for the attention of the Corporate Services Manager. (Ref: Vac/BERP1001.

If you have not been contacted within two (2) months after closing date of this advertisement, please accept that your application was unsuccessful.